



The State Bar of California Internal Application

TO BE COMPLETED BY THE APPLICANT:

Submit completed application to the Office of Human Resources. To ensure consideration for this position your application must be received by the Office of Human Resources within five (5) days from the date posted on the Job Posting List.

Last Name

First Name

Position Desired/PCN (Position Control No.)

Present Position

Grade

Office

Office

Location (SF/LA/SAC/SM)

Ext.

Location (SF/LA/SAC/SM)

Time in present position (years/months)

POLICY STATEMENT

Equal Employment Opportunity (EEO) at the State Bar means that no one shall be discriminated against in *recruitment, selection, appointment, training, promotion, retention, discipline*, or terms and conditions of employment, because of *gender, race, color, ancestry, religious creed, national origin, physical disability (including HIV & AIDS) mental disavility, medical condition, age (over 40), marital status, political affiliation, sexual orientation, disabled Vietnam Era Veteran status, in violation of State or federal law*.

All employees applying for a posted position are required to complete this application.

ELIGIBILITY REQUIREMENTS

All applicants MUST MEET THE MINIMUM QUALIFICATIONS for the position desired as described in that position's job description and as determined by the Office of Human Resouces.

Vacant positions shall be filled on the basis of merit and ability.

Signature

Date

TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES

Date Received in Human Resources _____ Human Resources Representative _____

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Date Forwarded to Hiring Manager _____ Hiring Manager _____

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Hiring Office Interview: **G** Yes **G** No; If Yes, Interviewer's Name: _____ Interview Date _____

Final Outcome: **G** Hired **G** Rejected; Reason: _____

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Applicant Notified of Results on: _____ DJ Letter _____

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A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION

QUALIFICATIONS AND EXPERIENCE: Based on the requirements of the job, outline the related work experience, education and training, and any special skills/knowledge you have which qualify you for this opening. Supplemental materials may be attached (e.g., letter of recommendation, writing samples, etc.)

I. RELEVANT WORK EXPERIENCE

II. EDUCATION AND TRAINING (to include licenses and/or professional memberships)

III. SPECIAL QUALIFICATIONS (KNOWLEDGE, ABILITY/SKILLS)

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